



## Title: Grant Writing Fellow

### Overview

#### **Commitment:**

Start: ASAP

15-20 hours per week (with at least 2 days in the office) for 6 months minimum; a 9-12 month commitment is preferred.

Flexibility of exact start and end date and weekly schedule.

#### **Location:**

Posner Center for International Development  
1031 33<sup>rd</sup> Street, Suite 174, Denver, CO 80205

#### **Benefits/Compensation:**

This position is unpaid. Here are some of the benefits:

- Significant experience in the operation of an international non-profit with specific skills gained in writing, researching, and editing grants as part of a grants team;
- Relationships with organization's staff, volunteers, board members, and partners in the US and in Tanzania;
- Opportunity to work in a fun, small non-profit organization environment;
- Ability to network with and work alongside staff and volunteers representing over 65 additional non-profit organizations housed at Posner Center for International Development; and
- Potential for course credit depending on the requirements of your college or university program (Master's level students and above).

### Description

AfricAid mentors secondary school girls in Tanzania to complete their education, develop into confident leaders, and transform their own lives and their communities. We equip girls to overcome challenges and reach their full potential because educated girls create lasting positive change. The outcome is proactive, resilient, and socially responsible girls who secure better jobs, raise healthier families, and increase the standing of women in society.

AfricAid is seeking an unpaid fellow to assist in the ongoing generation of grant funding. The Grant Writing Fellow will work under the direction of the Communications Director and collaborate with our Grant Writer in Tanzania. This position will require 15-20 hours per week, with a minimum of two 5-hour days at the AfricAid office and flexibility to complete the other hours from home or in the office. The ideal candidate will be able to commit to a minimum of 6 months with preference given to those able to stay 9-12 months.

***Job Duties and Responsibilities:***

- Research prospective grant potential from foundations including background information, specific requirements, deadlines, others they fund, etc.
- Writing Letters of Inquiry, Proposals, and Grant Reports under the supervision of AfricAid staff.
- Compile an outreach list of conferences, speaking opportunities, publications, and other opportunities to increase exposure and raise funds.
- Join AfricAid Grants team meetings as needed; participate in quarterly US all-staff meetings.
- Assist the AfricAid team with other tasks as necessary.

***Required Knowledge, Skills and Abilities:***

The ideal candidate will be a strong writer, highly organized, and flexible in working with an international team. Excellent time management skills and attention to detail are a must. Candidate will have completed their bachelor's degree. Candidates with previous experience in nonprofit work or interest in nonprofit management, international development, or fundraising are strongly encouraged to apply.

**Applying for the Position**

Please send your application packet as one PDF document to [info@africaid.org](mailto:info@africaid.org). Please include your name and Grant Writing Fellow in the subject line. Included in your packet should be: 1) a cover letter, 2) your resume highlighting your previous research and fundraising experience, 3) a 250-word original written piece about why mentoring girls is important, 4) two writing samples, and 5) 2-3 references. Applications will be reviewed on a rolling basis and top candidates will be contacted for an interview.